

BANKRUPTCY COURT
District of Idaho
ELECTRONIC CASE FILING CERTIFICATION TEST

I hereby certify that,

I am an attorney in good standing, am admitted to practice in the federal courts,
and am the person answering these ECF test questions.

Bar Information: District of _____ Bar No.: _____
(for attorney users only)

OR

I am a _____ (i.e. law student, paralegal/legal secretary),
and am the person answering these ECF test questions.

/s/

1. How does a signature appear on a document?

As a /s/ John Doe
As /s/ _____
John Doe
As a scanned image of the original signature
All of the Above

2. Who is responsible for service of documents filed on persons **not** participating in electronic case filing?

No one, ECF serves
The filer of the document.
The court

3. What is the appropriate file format when electronically filing a document?

Word
PDF
WordPerfect
Text

4. What is the appropriate file format when submitting a proposed order to the Court?

Word or WordPerfect
PDF
Text

5. The largest file size accepted through ECF is:

3MB
5MB
2MB
10MB

6. How does the attorney present proposed orders to the court?

Through ECF as an attachment to the motion
On a disk, mailed to the court.
In an e-mail addressed to the judge's e-mail order mailbox
Don't need to, the court always drafts the orders.

7. When filing an Adversary case, the summons is submitted:

Electronically, in PDF format, as an attachment to the complaint
By mail to the Court
E-mailed in WordPerfect format to the Judge

8. When searching for the mailing information for a case:

The user runs a docket report through PACER
The user searches under Utilities-->Mailing Information
The filer copies the certificate of mailing from the last document filed

9. When filing supporting memorandum and affidavits concurrently with a motion.

Each document must be submitted separately.
Each document is filed as an attachment to the main motion
Each document is scanned in consecutive order and filed as one document with the motion.

10. When filing supporting memorandum and affidavits at a later time

The filer links the new documents to the related motion.
The filer enters into the docket text what motion the filing refers to.
The filer re-files the original motion and then adds the documents as attachments.

11. The respondent to a motion should

Calculate the response deadline without mailing time since they will receive the motion instantly via e-mail.
Realize that the Civil Rules of Procedure do not apply in ECF.
Call chambers to find out when their response is due.
Know that ECF automatically calculates the response deadline and places that date in the docket text.

12. A document that is filed under seal is

Filed in paper format with the court.
Never filed
Filed electronically using the appropriate docket event sealing the document
E-mailed to Judge's chambers.

13. The ECF filer receives a one-free-look of the documents filed

By clicking on the document number in the NEF at the conclusion of their transaction.
Through their e-mail notification of the filing, if opened within 15 days of the file date.
Doesn't receive a free look, PACER charges for everything.

14. The ECF Login and Password

Allows the user to file in any other court in the United States.
Allows the user to file in Bankruptcy or District court in the District of Idaho
Allows the user to run queries and reports on the database
Allows the user to create documents.

15. The PACER Login and Password

Allows the user to file in any district in the United States
Allows the user to file in Bankruptcy or District Court in the District of Idaho
Allows the user to run queries and reports on the database
Allows the user to create documents.

16. When filing a response to a motion in a Bankruptcy case, the event is found under

Notices
Other
Motions
Answer/Responses

17. When setting a hearing on a Motion for Relief from Stay, which applies

Electronically file the Motion and file the Notice of Hearing as an attachment.
Call the court to get a date, prepare the Response to the Motion and include the Notice of Hearing in the pleading; electronically file as Objection to Motion for Relief from Stay and Notice of Hearing.
Prepare the Notice of Hearing, and electronically file as "Notice (Other)"
File as an Affidavit.

18. When filing a return of service on a Summons, select the event:

Notice -> Certificate of Counsel
Other Documents -> Affidavit
Complaint, Counterclaim & Summons -> Summons Service Executed
Service of Process -> Summons Returned Unexecuted

19. When changes to the attorney's address, telephone, e-mail address, etc. occur

The attorney is responsible for making the changes to their ECF account under Utilities
-> Maintain Your Account.
The attorney sends a letter to the court asking them to correct their information.
The attorney files a notice in every case and mails to all parties the new address information.

20. Attorneys can add additional e-mail addresses to their account and receive additional notices of electronic filing by

Sending an e-mail to the judge's e-mail address
Change their e-mail options under Utilities -> Maintain Your Account.
Forwarding the notices of electronic filing to additional persons.
Call the Court

21. Pursuant to ECF Procedure 15B, the E-Government Act of 2002 made it the responsibility of attorneys to:

- Remove all sensitive information from documents before filing.
- File all sensitive information in paper format with the court.
- E-mail all sensitive documents to the judge's e-mail address.
- Bold all sensitive information so it is easy to find.

22. When paying filing fees:

- Filing fees cannot be paid on-line - send check to the court.
- Filing fees are billed by the court.
- A line of credit must be established with the court in order to file electronically
- Filing fees are paid on-line with a credit card, such as VISA, Mastercard, AMEX, Discover, or Diners Club.

23. The following are exceptions from the mandatory filing

- Documents submitted by a *pro se* party
- Discovery
- Administrative Records
- Any document that cannot be scanned
- All of the above

24. Out-of-District Counsel must

- Register for ECF prior to petitioner the court for pro hac vice admission.
- Must associate with local counsel who are registered participants in ECF.
- Must have the pro hac vice application electronically filed by local counsel
- Must pay the pro hac vice filing fees on-line
- All of the above.

25. Electronic case filing is

- Mandatory in the District of Idaho
- Optional in the District of Idaho

Thank you for completing this test. By clicking the "Submit" button, you will be presented with instructions directing you to use your e-mail to send this form to the Court. You should receive a response from the court within 24 hours.

23 or more correct answers is considered a passing score.

For attorneys: Upon successful completion, your ECF login and password will be e-mailed to you.